Library Online Catalog Tutorial

Pentagon Library

Last Updated March 2008

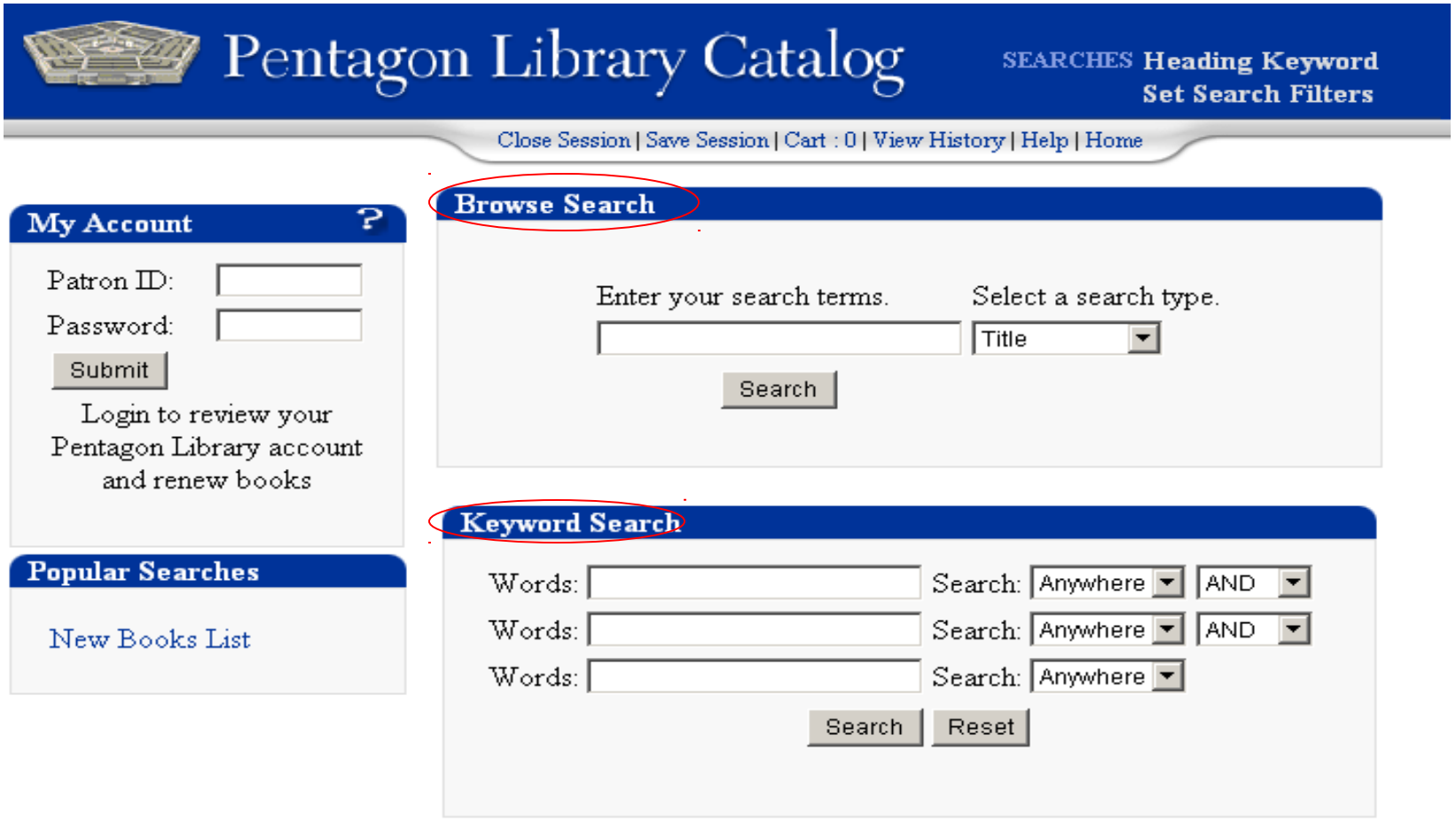
Objectives

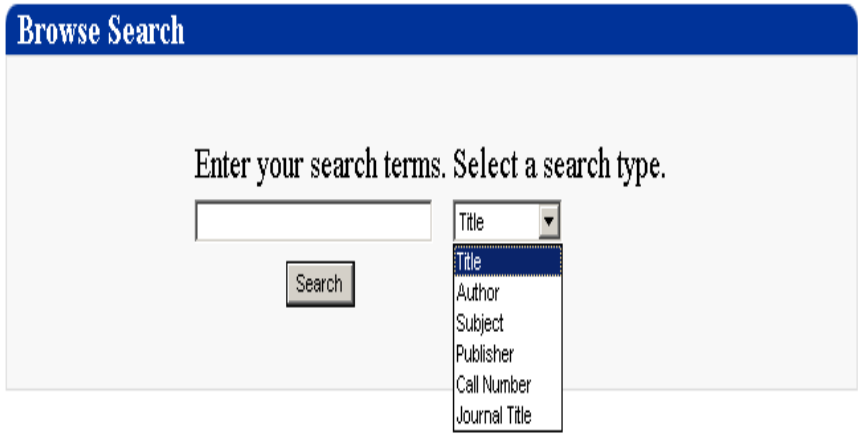
- Become familiar with search interface and options.
- Locate an item in the library holdings.
- Access recently received journals.
- View the status of ordered books.
- Learn other features.

Library catalog is an automated database where you can access materials held in the library collection and track your library activities. To access the library collection, click **Library Catalog** from the library website,

Pentagon Library
Library Catalog
Library Intranet
Search the Library Site:
Go
Collection Highlights
Current Reading Lists, Army Regulations, DOD Appropriation Laws, Forms, Online Publications, Historical Documents, Databases & Journals
Web References
General Information, News Online, Military Sites, Specific Subjects, Search Engines
Research Supports
Frequently Asked Questions, Bibliographies, Pathfinder, Legislative Questions, Speechwriters' Toolbox, Service Requests, Catalog Tutorial
About the Library
Mission, Hours, Phone & Fax Number, Location, Floor Maps, Address,
News & Events
>>> New Arrivals (2/5/08)
>>> A new report, National Security and the Threat of Climate Change by The CNA Corporation (1/3/08)
More News & Events
DOD | Site Index | Comments to the Library | Disclaimer | Security & Privacy

Once you are in the library catalog, you will see two search options at the center. One is **Browse Search**. The another is **Keyword Search**.



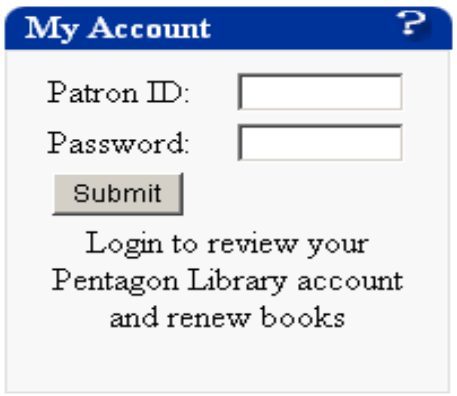


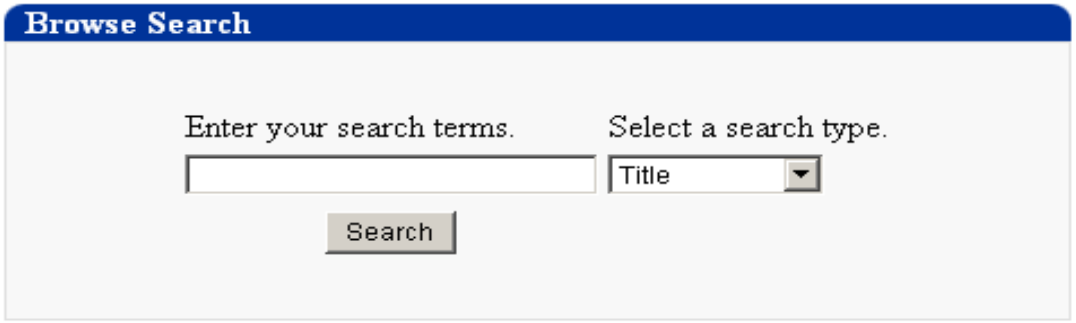
To find an item from a single search field, select **Browse Search**. Enter a term and choose a search type from the dropdown list. The default search field for this option is Title.

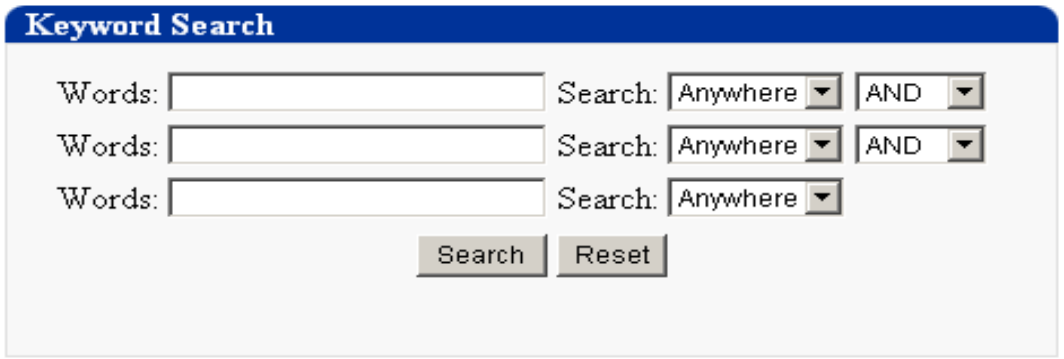
You may also choose **Keyword Search**. This option allows you to enter multiple search terms and search from more than one field linked by AND, OR, NOT and NEAR. The default field for this option is Anywhere.

Besides these two search options, another search option is **Heading Keyword Search**. It is located on the top at the right. With this option, you can search an item via type of headings from dropdown list. The default type is Title. To access, click the link. The search screen will load.

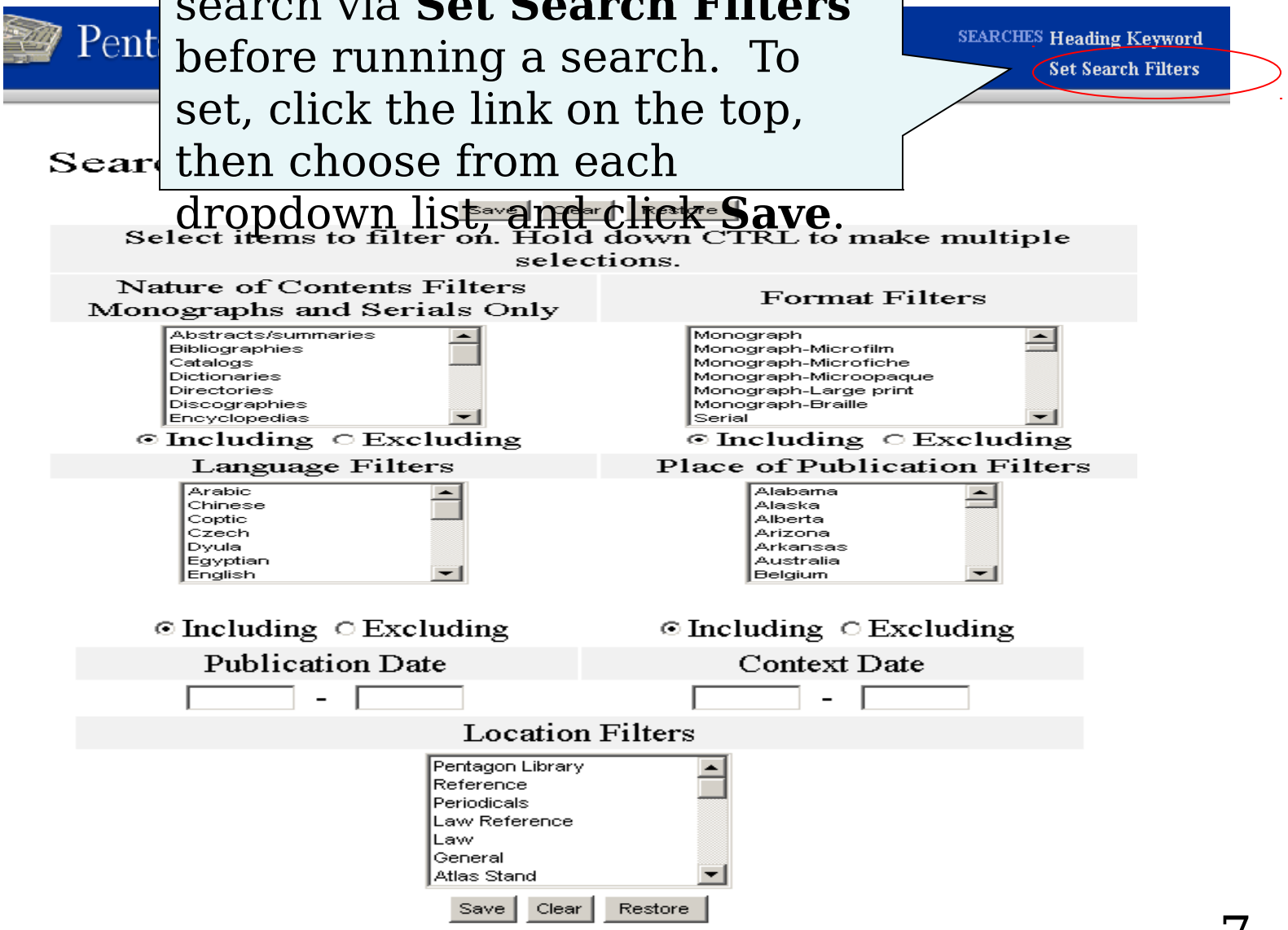
Pentagon Library Catalog
SEARCHES Heading Keyword
Set Search Filters
Close Session | Save Session | Cart : 0 | View History | Help | Home



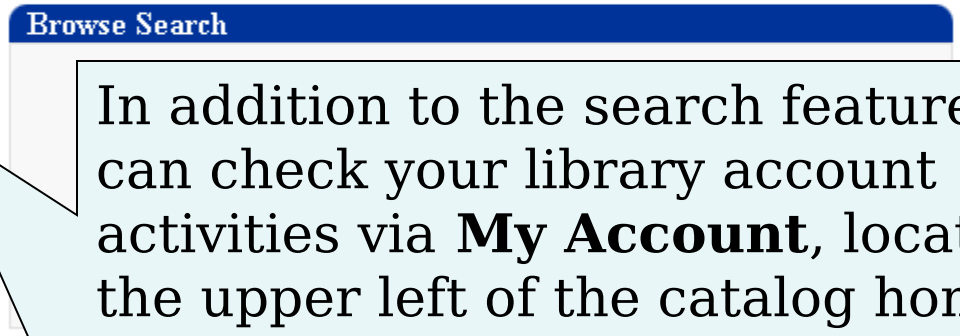




You can also set search criteria to restrict the results of your search via **Set Search Filters** before running a search. To set, click the link on the top, then choose from each dropdown list, and click **Save**.



Pentagon Library Catalog
SEARCHES Heading Keyword
Set Search Filters
Close Session | Save Session | Cart : 0 | View History | Help | Home

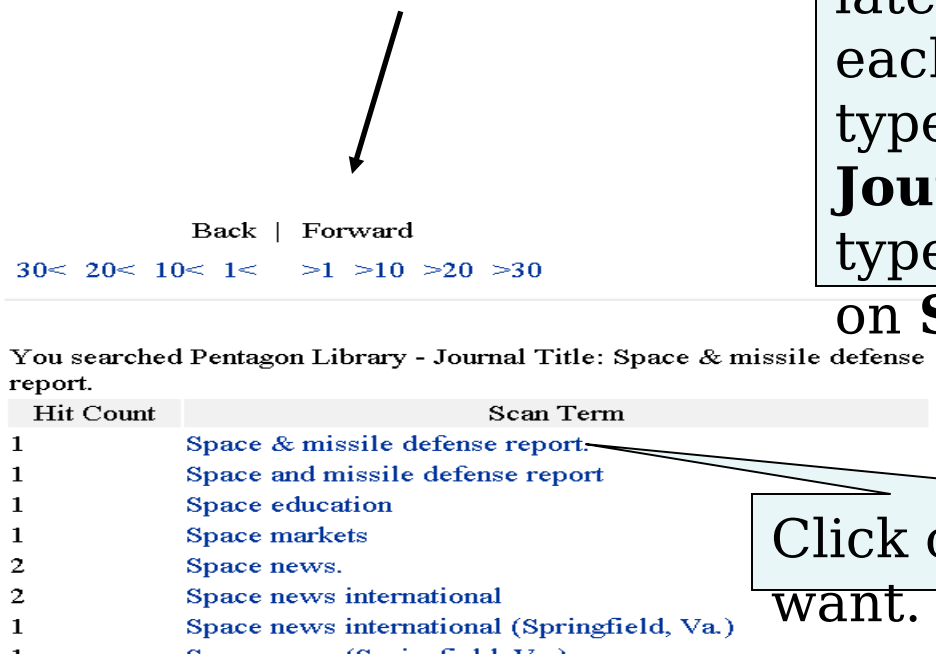


In addition to the search features, you can check your library account activities via **My Account**, located on the upper left of the catalog homepage. To access, enter your library ID and password. Your library ID is the bar code which appears on the back of your library card. The password is the same as the bar code. Once you are logged in, you can view your account activity, update your address and email, renew books, cancel requested items, and change your password. For help, click **?**.

P.S. For first time users, you may see library staff to retrieve your password.

Pentagon Library Catalog
Close Session | Save Session | Cart : 0 | View History | Help | Home
My Account
Patron ID:
Password:
Submit
Reset
Login to review your account and renew books
Browse Search
Enter your search terms. Select a search type.
space & missile defense report
Journal Title
Search

If you want to know the latest issues received from each journal, you have to type the journal title, select **Journal Title** from search type dropdown list, and click on **Search**.


Back | Forward
30< 20< 10< 1< >1 >10 >20 >30
You searched Pentagon Library - Journal Title: Space & missile defense report.
Hit Count
Scan Term
1 Space & missile defense report.
1 Space and missile defense report
1 Space education
1 Space markets
2 Space news.
2 Space news international
1 Space news international (Springfield, Va.)

Click on the specific title you want.

full | holdings(1) | marc

Record 1 of 1

You searched Pentagon Library - Journal Title: Space & missile defense report.

Title	Space & missile defense report
Imprint	Washington, DC : King Publishing Group, 2000-
ISSN	1529-7209
Current Frequency	Weekly, Jun. 6, 2002-

Holdings 1-1 of 1

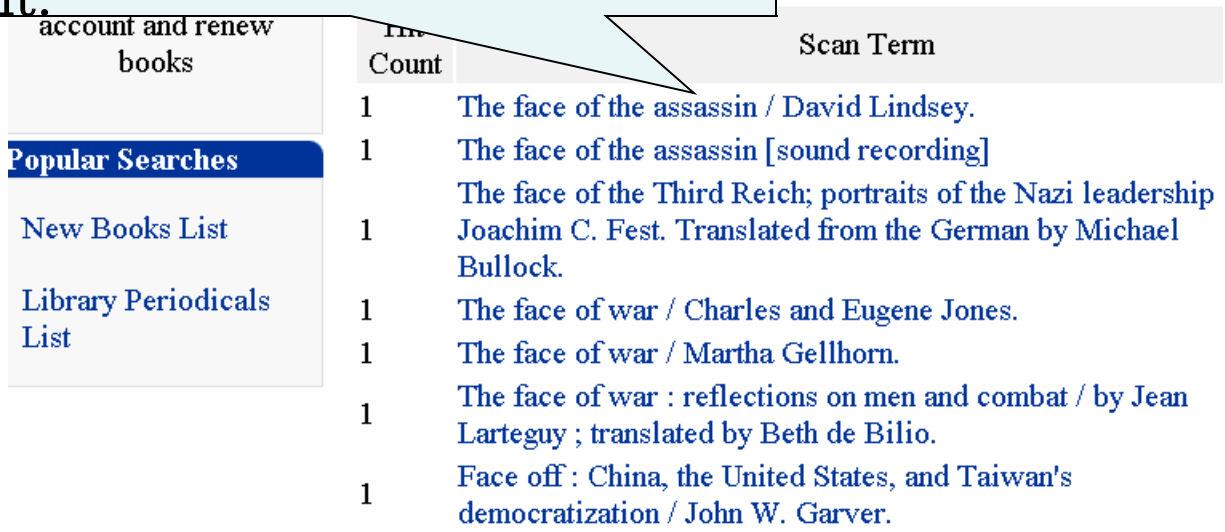
Library Holdings	v. 1 no. 1-21 2000 February 28 - 2000 December 14 v. 2 no. 1-18 2001 January 04 - 2001 August 30 v. 2 no. 21-26 2001 October 11 - 2001 December 20 v. 3 no. 1-12 2002 January 03 - 2002 June 06 v. 3 no. 13 2002 June 13 v. 3 no. 14 2002 June 20 v. 3 no. 15 2002 June 27 v. 3 no. 16 2002 July 05 v. 3 no. 18-24 2002 July 18 - 2002 September 5 v. 3 no. 26 2002 September 19 v. 3 no. 35-40 2002 November 21 - 2002 December 26 v. 4 no. 1-2 2003 January 6 - 2003 January 13 v. 4 no. 4-11 2003 January 27 - 2003 March 17 v. 4 no. 14 2003 April 7 v. 4 no. 16-46 2003 April 21 - 2003 November 24
	v. 5 no. 1 2004 January 5 v. 5 no. 3-4 2004 January 20 - 2004 January 27

On the holdings screen, the system will display issues received from this title in ascending order.

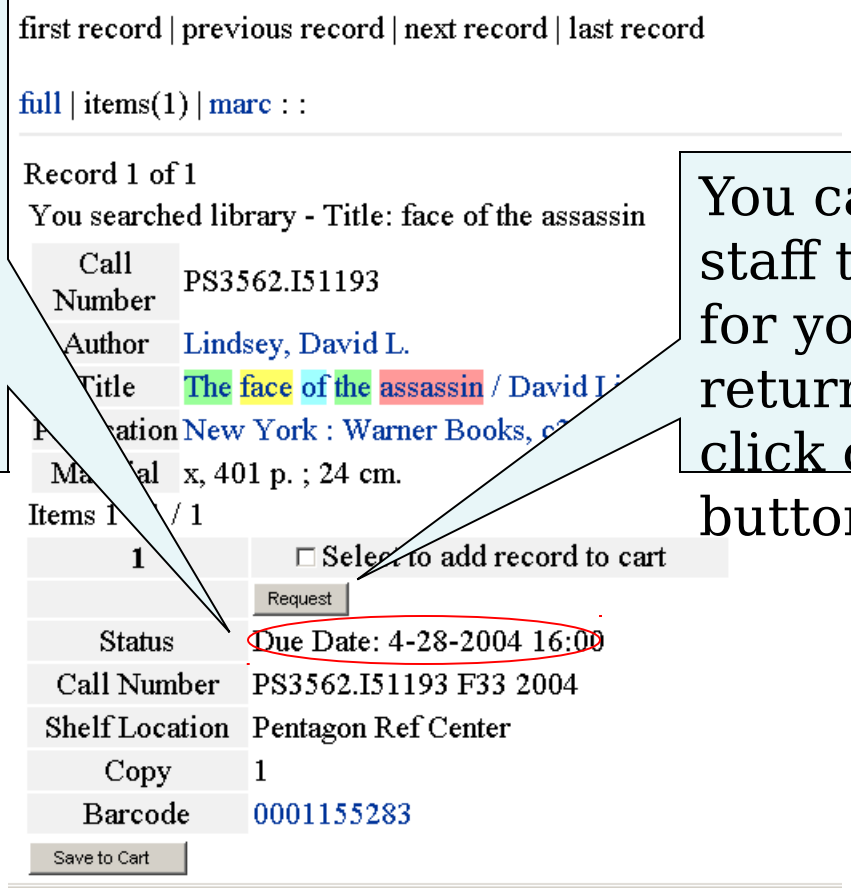
Sample book search: Type *The face of the assassin by David Lindsey,* and click **Search**.

Pentagon Library Catalog
SEARCHES
lose Session | Save Session | Cart : 0 | View History | Help | Home
wse Search
Enter your search terms. Select a search type.
face of the assassin
Title
Search

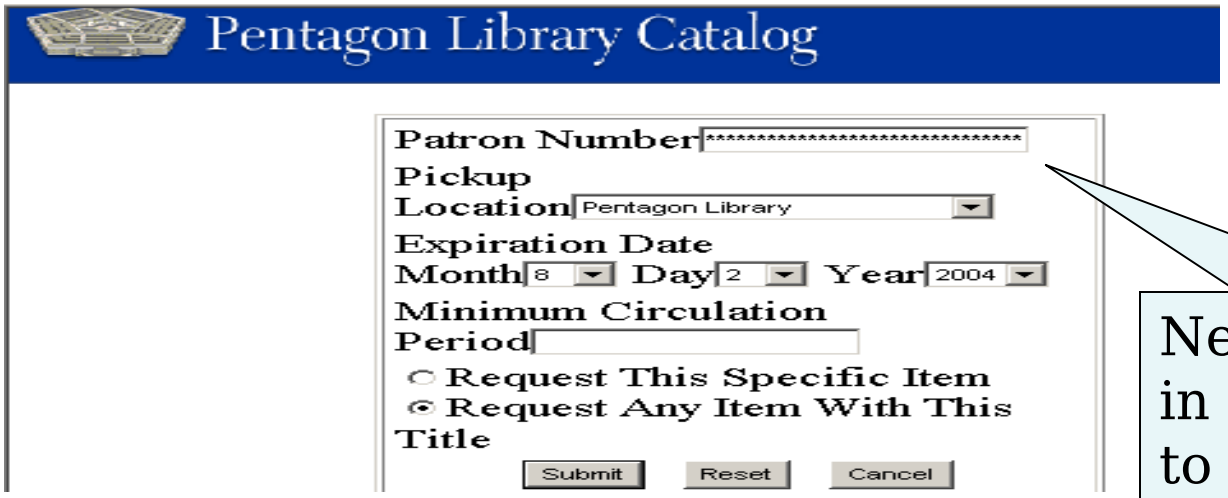
Select the title from result list and click on it.


of the assassin
account and renew books
Popular Searches
New Books List
Library Periodicals List
Count
Scan Term
1 The face of the assassin / David Lindsey.
1 The face of the assassin [sound recording]
1 The face of the Third Reich; portraits of the Nazi leadership Joachim C. Fest. Translated from the German by Michael Bullock.
1 The face of war / Charles and Eugene Jones.
1 The face of war / Martha Gellhorn.
1 The face of war : reflections on men and combat / by Jean Larteguy ; translated by Beth de Bilio.
1 Face off : China, the United States, and Taiwan's democratization / John W. Garver.

On the item screen, you see that this book has been checked out and is not available at this moment.



You can request library staff to hold this book for you when it is returned. To do so, click on **Request** button.



Next, enter your ID in the window next to Patron Number , then click **Submit**.

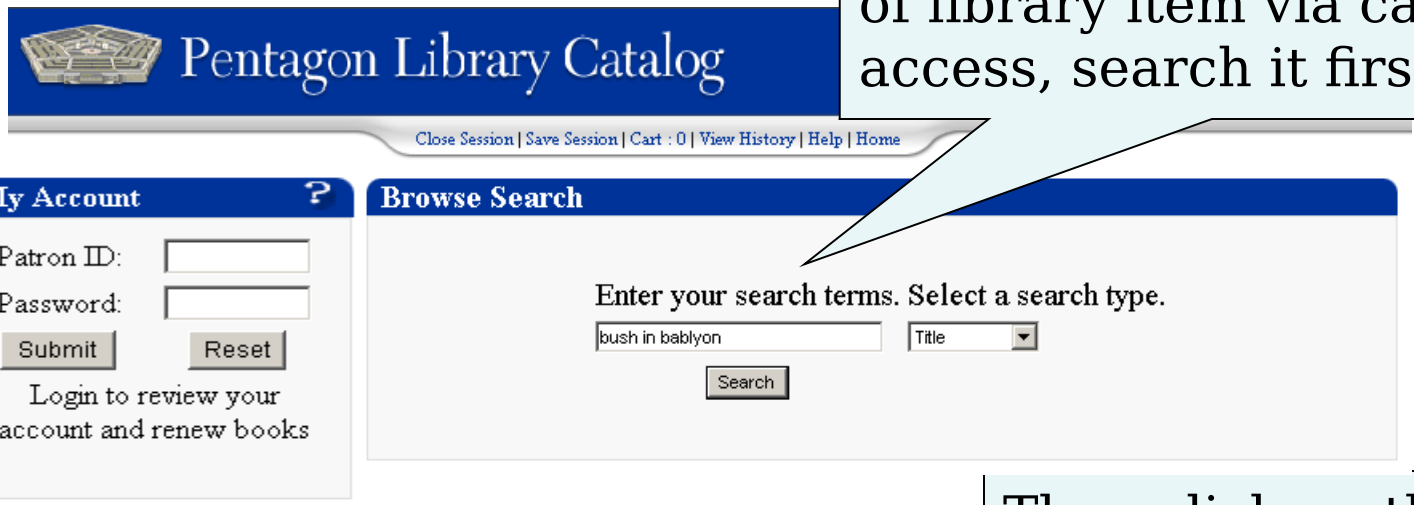
Your hold has been successfully processed.

Transaction Number	33138
Placed Location	Pentagon Library
Pickup Location	Pentagon Library
Call Number	Z687.2.U6 C65 1995
Title	Collection development policies and procedures / edited by Elizabeth Futas.
Edition Info	3rd ed.
Pub Data	Phoenix, Ariz. : Oryx Press, 1995.

A confirmation will follow.

P.S. 1. If you request an available book, the system will not process your request and a message, "Your request was not processed. Please contact a librarian" will display on screen. 2. You can also cancel the requested item from My Account at the home page.

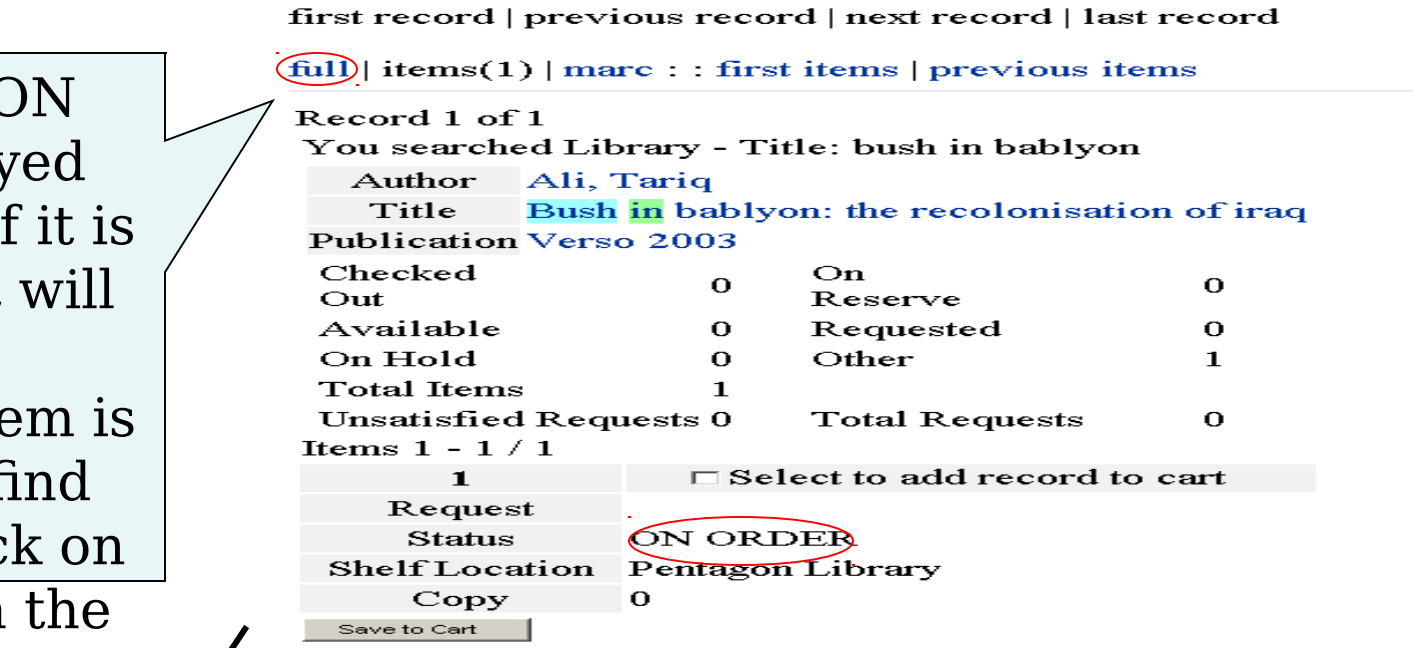
You may view the order status of library item via catalog. To access, search it first.

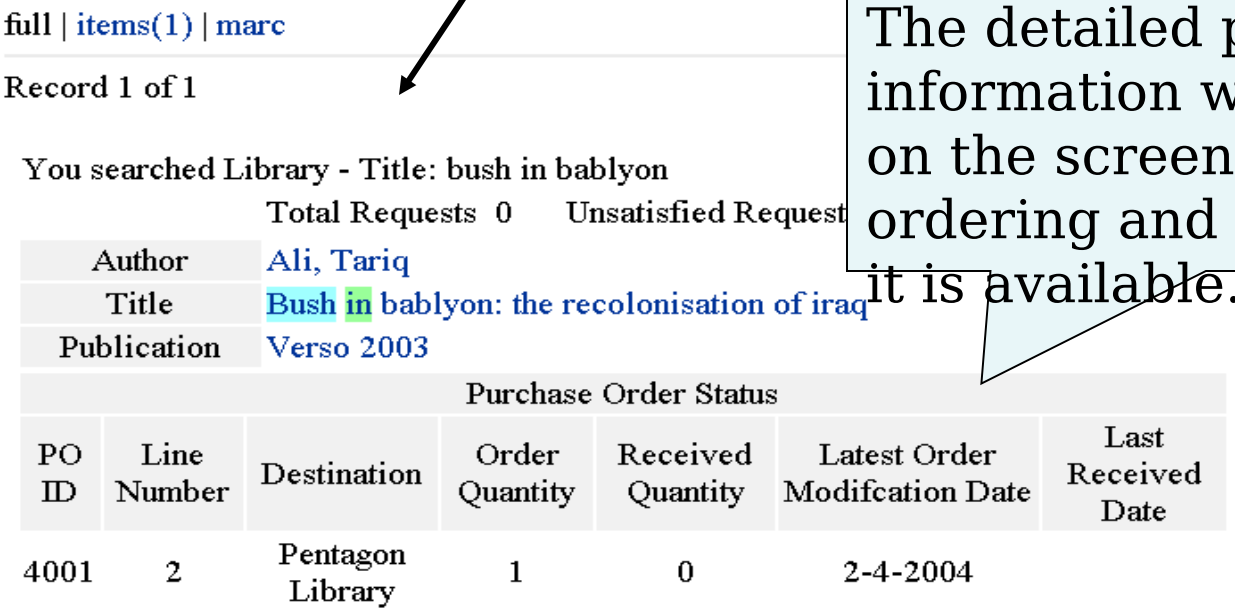


Then click on the title that you are interested in.

Back | Forward
30< 20< 10< 1< >1 >10 >20 >30
You searched Library - Title: bush in bablyon
Hit Count
Scan Term
1 The Bush-Gorbachev Washington Summit, M 30-June 2, 1990 : maintaining the momentum of change by Leon Aron and Jay P. Kosminsky.
1 Bush in bablyon: the recolonisation of iraq
1 Bush in Babylon : the recolonisation of Iraq / Tariq Ali.
1 The Bush presidency : first appraisals / edited by Colin Campbell and Bert A. Rockman.
1 Bush report

You will see “ON Order” displayed under status if it is purchased. It will change to “In Process” as item is received. To find out detail, click on **Full**, a link on the top left.

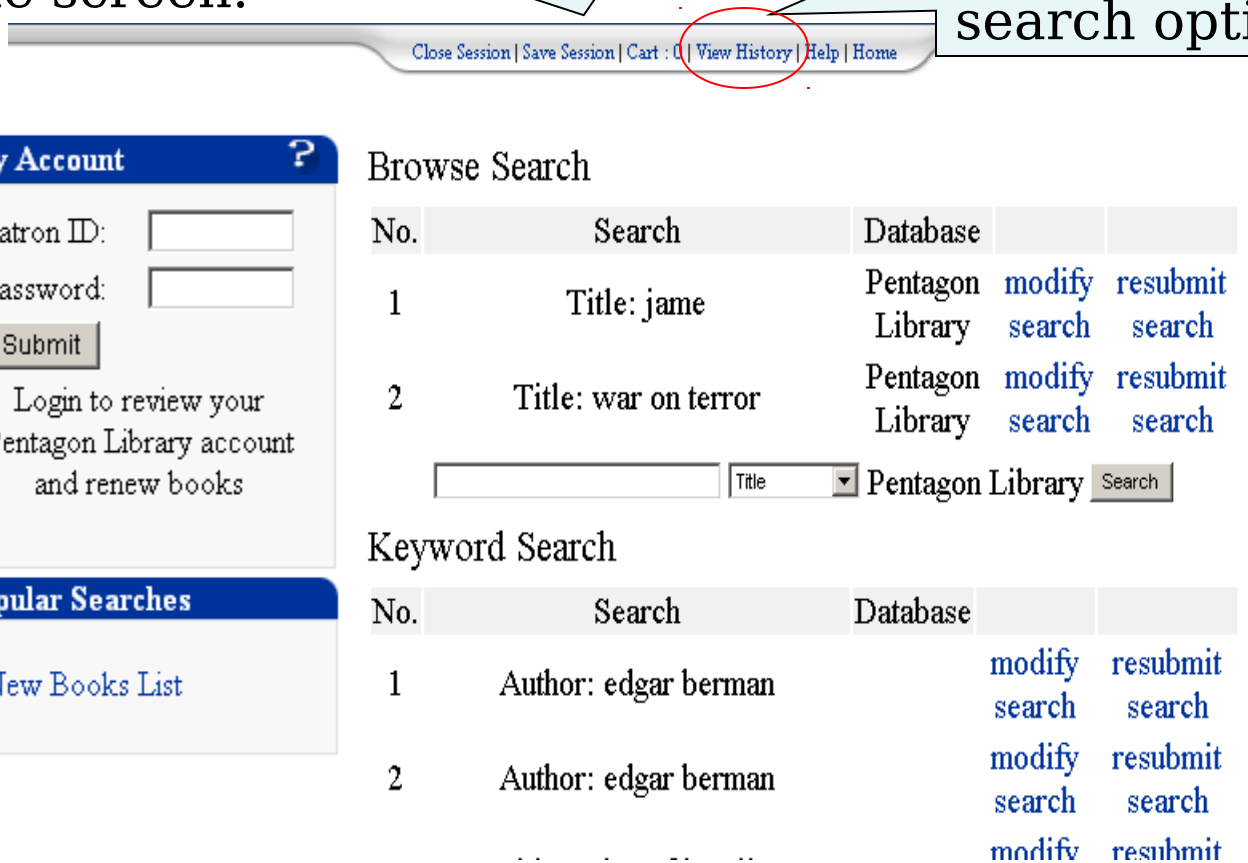

first record | previous record | next record | last record
full | items(1) | marc : : first items | previous items
Record 1 of 1
You searched Library - Title: bush in bablyon
Author Ali, Tariq
Title Bush in bablyon: the recolonisation of iraq
Publication Verso 2003
Checked Out 0
On Reserve 0
Available 0
Requested 0
On Hold 0
Other 1
Total Items 1
Unsatisfied Requests 0
Total Requests 0
Items 1 - 1 / 1
1
Select to add record to cart
Request
Status ON ORDER
Shelf Location Pentagon Library
Copy 0
Save to Cart

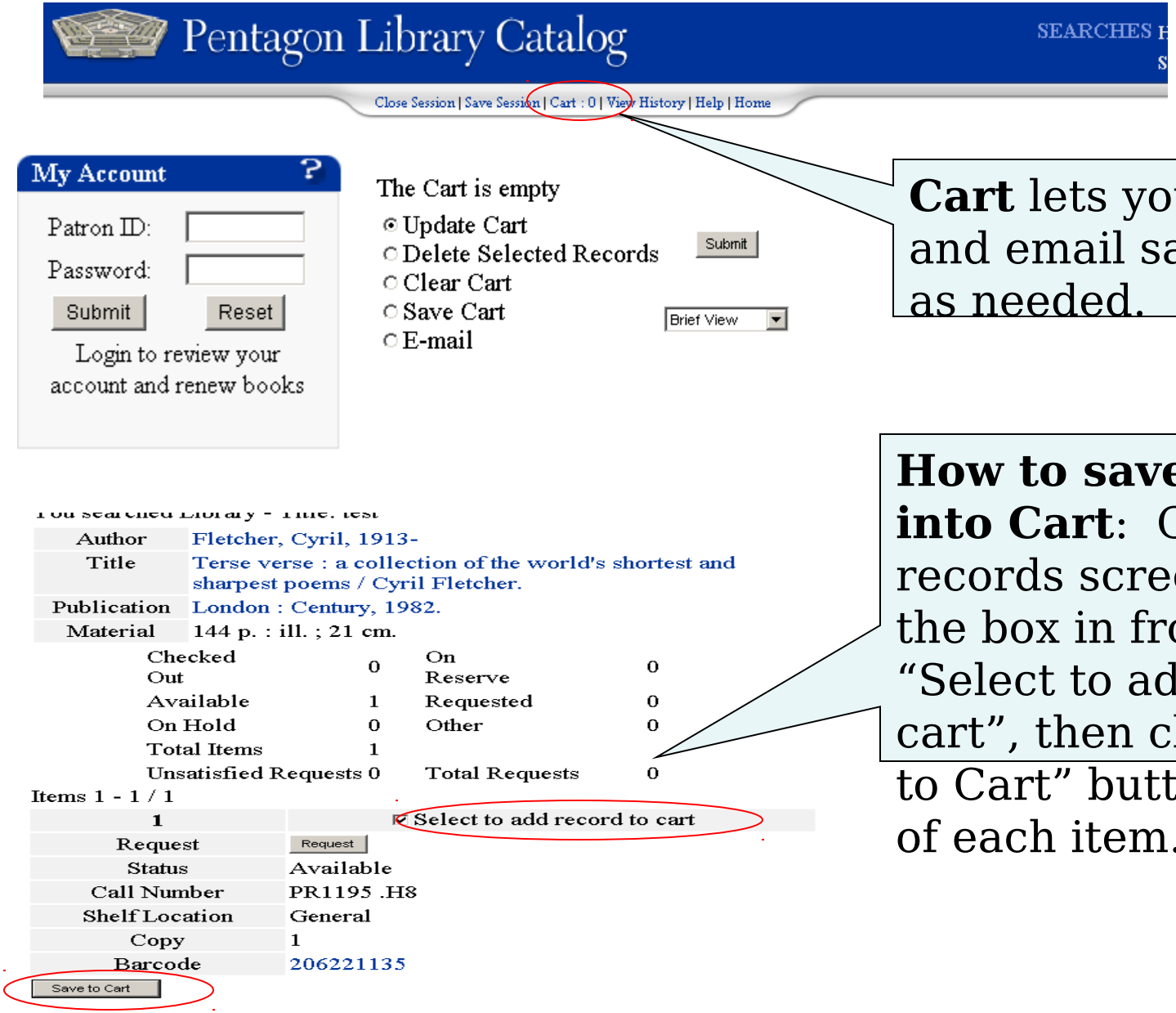


The detailed purchase information will be displayed on the screen along with the ordering and receiving date if it is available.

There are other features available via the links provided at the center of the screen.

View History allows you to see the search you have performed for each search option.

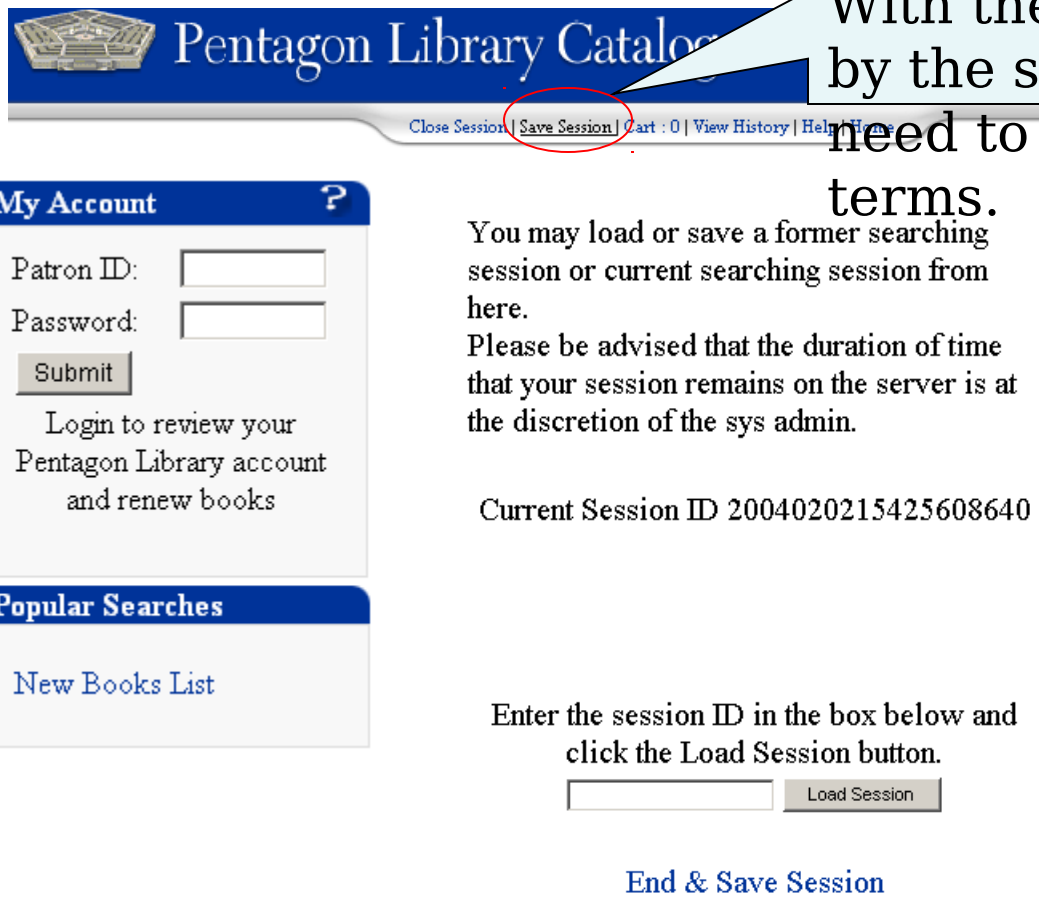

Close Session | Save Session | Cart : 0 | View History | Help | Home
My Account
Patron ID:
Password:
Submit
Login to review your Pentagon Library account and renew books
Popular Searches
New Books List
Browse Search
No. Search Database
1 Title: jame Pentagon Library modify search resubmit search
2 Title: war on terror Pentagon Library modify search resubmit search
Title
Pentagon Library
Search
Keyword Search
No. Search Database
1 Author: edgar berman modify search resubmit search
2 Author: edgar berman modify search resubmit search



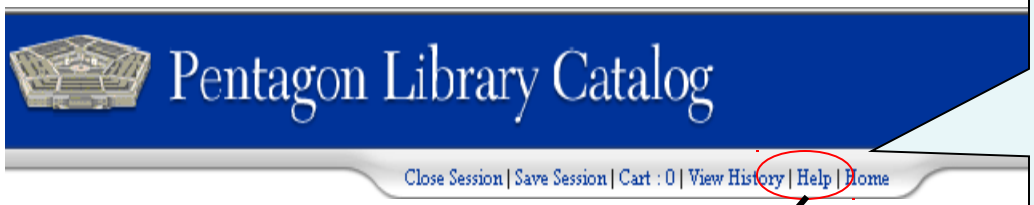
Cart lets you view, print and email saved records as needed.

How to save records into Cart: On the records screen, check the box in front of "Select to add record to cart", then click "Save to Cart" button at end of each item.

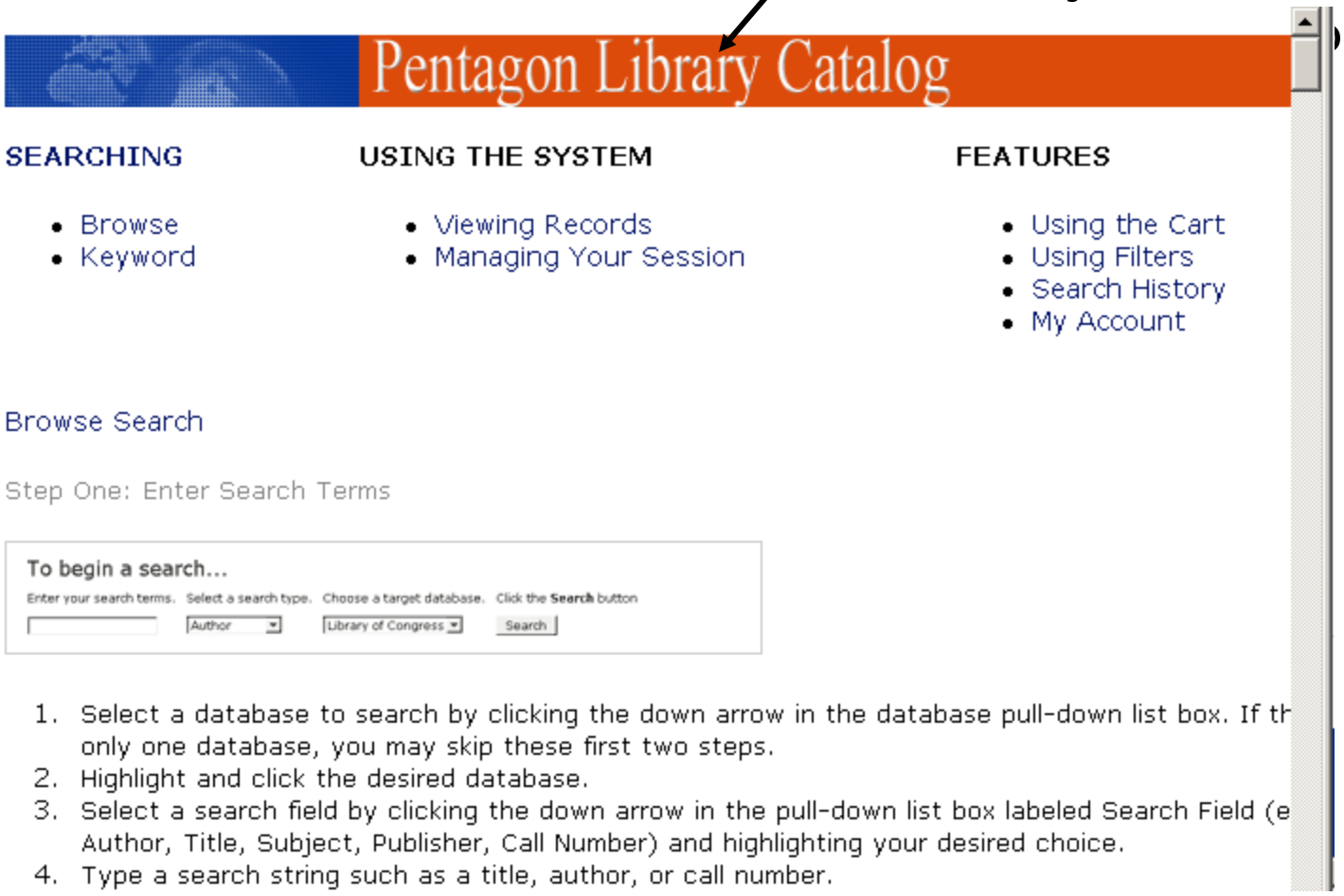
Save Session lets you save a search pattern for future use. With the session ID provided by the system, you do not need to retype the search terms.


Pentagon Library Catalog
Close Session | Save Session | Cart : 0 | View History | Help | Home
My Account
Patron ID:
Password:
Submit
Login to review your Pentagon Library account and renew books
Popular Searches
New Books List
You may load or save a former searching session or current searching session from here.
Please be advised that the duration of time that your session remains on the server is at the discretion of the sys admin.
Current Session ID 20040202154256086 40
Enter the session ID in the box below and click the Load Session button.
Load Session
End & Save Session

Help: If you have a question about the features provided by the system, this is



go.


Pentagon Library Catalog
SEARCHING
Browse
Keyword
USING THE SYSTEM
Viewing Records
Managing Your Session
FEATURES
Using the Cart
Using Filters
Search History
My Account
Browse Search
Step One: Enter Search Terms
To begin a search...
Enter your search terms. Select a search type. Choose a target database. Click the Search button
Author
Library of Congress
Search
1. Select a database to search by clicking the down arrow in the database pull-down list box. If th
only one database, you may skip these first two steps.
2. Highlight and click the desired database.
3. Select a search field by clicking the down arrow in the pull-down list box labeled Search Field (e
Author, Title, Subject, Publisher, Call Number) and highlighting your desired choice.
4. Type a search string such as a title, author, or call number.